

MEETING UNDER THE OAK TREE

1. General.

a. As clearly identified in the risk assessments of enclosure B, managing off-duty risk is critical to meeting our goal of *No Loss of Life*. We must remain decisively engaged in ensuring that young Soldiers avoid risky behavior. Before weekends and holidays, and before Soldiers go on pass or leave, first-line officers and noncommissioned officers (NCOs) will give a composite risk briefing, and first-line NCOs or supervisors will meet with each Soldier to discuss the Soldier's off-duty plans. This process ensures that leaders are aware of their Soldiers' plans and have mutually agreed to the steps to be taken to manage identified risks. The intent of this policy applies equally to Soldiers managed by civilians.

b. This campaign modifies the Meeting Under the Oak Tree processes defined previously in the 2004 Winter Safety Campaign, Army in Europe Command Policy Letter 3, and Memorandum, HQ USAREUR/7A, AEAGA-S, 10 May 2004, subject: Memorial Weekend—Summer Under the Oak Tree.

2. Meeting Under the Oak Tree Requirement.

a. The road to success is shown in figure 1. This refined back-to-basics initiative shows our commitment as leaders and is truly "taking care of Soldiers." The Meeting Under the Oak Tree requirement complements and must be used with individual risk assessments. Meeting Under the Oak Tree also ensures that the first-line leader or supervisor is able to make a verbal contract with the Soldier in which the Soldier agrees to take steps to mitigate risks identified in the assessment.

b. Soldiers who will drive a vehicle during the period under review and their first-line leaders are required to pass additional gates.

(1) The Soldier and the first-line leader must have created a Driver's Risk Awareness Questionnaire for the Soldier in accordance with Army in Europe Command Policy Letter 3. Leaders should ensure that the assessment is current and accurate. A new baseline should be established when conditions change. Unit leaders should download the Excel spreadsheet program and ensure that it is available for use.

(2) For each trip, the Soldier must complete the United States Army Combat Readiness Center (USACRC) online Automated Safety Management Information System (ASMIS-1) POV module described in tab B of this enclosure. If Internet access to the USACRC Web site is not available, the Soldier may (by exception only) use the USAREUR Off-Duty Risk-Assessment Card. This PowerPoint document should be downloaded at the unit and made available for Soldier use.

(3) Before Meeting Under the Oak Tree, first-line leaders (NCOs) will review Soldier risk assessments and use the information to guide the discussion during the meeting.

3. Basic Responsibilities.

a. First-line officers and senior NCOs are responsible for conducting unit composite risk-management briefings.

b. First-line NCOs are responsible for—

(1) Knowing the Soldier.

(2) Reviewing risk assessments prepared by the Soldier.

(3) Considering the range of composite risk-management factors and asking pointed questions to determine risks.

(4) Considering the unit risk-reduction profile.

(5) Providing advice on risk mitigation.

(6) Making a *Go* or *No Go* decision on the plan. NCOs will not allow Soldiers to go on pass or leave until they are satisfied that the risks have been identified and sufficiently mitigated, and the Soldier and NCO have a verbal agreement.

(7) Holding the Soldier accountable for his or her actions.

c. The Soldier is responsible for—

(1) Performing required assessments before the meeting.

(2) Openly discussing plans and associated risks for the period under review.

(3) Abiding by the verbal contract and following the risk-assessment and risk-management process as conditions affect the contract.

d. The Soldier and the NCO are jointly responsible for—

(1) Completing their obligations for the Driver's Risk Awareness Questionnaire (applicable to drivers).

(2) Making a mutual agreement and executing a verbal "safe behavior" contract covering courses of action for the period under review, and any contingency plans.

e. Battalion leaders are responsible for verifying the integrity of this process and ensuring that subordinate leaders and Soldiers are held accountable.

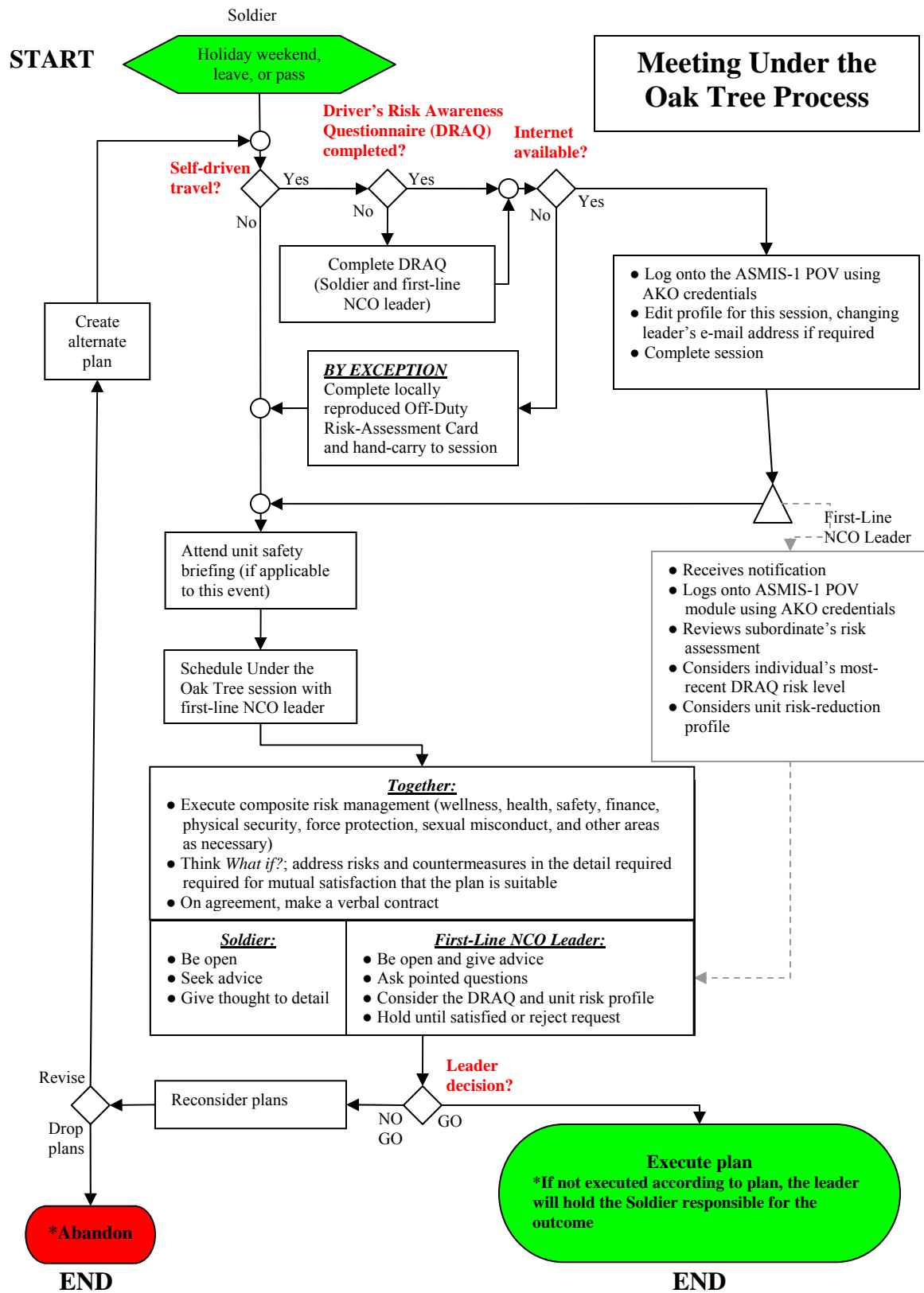


Figure 1. Meeting Under the Oak Tree